CHAPTER 4

MAINTENANCE CONTROL AND PRODUCTION CONTROL

The maintenance control or production control office is the focal point of all aircraft and aeronautical equipment maintenance actions within an aviation maintenance activity. Maintenance control in organizational maintenance activities (OMAs) and production control in intermediate maintenance activities (IMAs) have similar roles. Both coordinate the work of shops with diverse skills to achieve a common goal—keeping aircraft flyable.

MAINTENANCE CONTROL AND PRODUCTION CONTROL TASKS

LEARNING OBJECTIVES: Identify the function of maintenance control and production control in the maintenance effort and the levels of maintenance of each. Define the purpose of Naval Aviation Logistics Command Management Information System (NALCOMIS).

As the nerve center of a maintenance activity, maintenance control plans and schedules the workload of the work centers. Maintenance control uses the Naval Aviation Logistics Command Management Information System (NALCOMIS) to schedule the workload of work centers and divisions in the maintenance department. NALCOMIS is an automated management information system that provides Navy aviation activities with the information to aid in the day-to-day management of the maintenance effort of assigned aircraft and equipment. The system provides detailed procedures to enter, collect, process, store, review, and report maintenance and flight data that are required to manage the maintenance organization.

The maintenance material control officer (MMCO) heads maintenance control. The MMCO is responsible to the head of the maintenance department, the maintenance officer (MO), for the overall maintenance effort and material support of the maintenance department.

The main tasks that are performed by maintenance control include the following:

- Coordinate and monitor the department workload
- Control the daily workload and assign work priorities
- Prepare the monthly maintenance plan (MMP)
- Ensure compliance with the planned maintenance system (PMS), related instructions, and publications
- Review NALCOMIS and maintenance data reports (MDRs) to ensure effective use of manpower and materials
- Maintain aircraft logs and records, associated equipment records, and weight and balance records
- Coordinate and monitor NALCOMIS in the maintenance evolution
- Maintain aircraft discrepancy books (ADBs)

The MMCO ensures accomplishment of maintenance control functions through division officers, maintenance chiefs, work center supervisors, NALCOMIS, and AZs. If you are assigned to a maintenance control, you may perform tasks in support of these functions. One of your primary duties as a maintenance controller should include maintenance action form (MAF) initiation. To perform this task, you should have an in-depth knowledge of aircraft maintenance documentation procedures.

NOTE: Refer to the *Naval Aviation Maintenance Program (NAMP)*, OPNAVINST 4790.2, for detailed information of the duties and responsibilities of maintenance and production control.

The most important function of maintenance control is to ensure that aircraft and equipment are maintained in the highest state of material condition of readiness. One program that is used to maintain aircraft and equipment in high states of material condition of readiness is the Planned Maintenance System (PMS).

Q1. What work center in an organizational maintenance activity acts as the nerve center for all maintenance actions within an activity?

Q2. What officer is responsible for the overall production effort and material support of a maintenance department?

Q3. What automated management information system (MIS) provides a Navy aviation maintenance activity with the information to aid in the day-to-day management of maintenance for assigned aircraft and equipment?

PLANNED MAINTENANCE SYSTEM

LEARNING OBJECTIVES: Identify the purpose of the Planned Maintenance System (PMS). Identify the purpose of reference publications that are used in the Planned Maintenance System (PMS). Define the different types of aircraft and equipment inspections. Identify authorized deviations for aircraft inspections.

The Planned Maintenance System (PMS) is a program to ensure that aircraft and aeronautical equipment are maintained throughout their service life. This is done by controlling the degradation that is caused by time, use, climatic exposure (weather), and operational cycles. The PMS has the following purposes:

- Simplify complex maintenance tasks
- Provide a readily manageable maintenance program
- Facilitate the scheduling and controlling of maintenance actions
- Provide a means to detect impending equipment failures
- Facilitate an effective quality assurance (QA) process
- Forecast and plan manpower and material requirements

The PMS program consists of a series of scheduled maintenance requirements and inspections that are performed on aeronautical equipment, including aircraft, in accordance with prescribed PMS publications.

PMS PUBLICATIONS

An activity's effective use of PMS publications and adherence to their policies and procedures is critical to maintaining aircraft and equipment in a high state of readiness through preventive maintenance. Preventive maintenance refers to the servicing and care that is required to maintain aircraft and equipment in satisfactory operating condition. Preventive maintenance is accomplished primarily through systematic aircraft and equipment inspection to detect and correct impending failures before they occur or develop into major defects.

The Naval Air Systems Command (NAVAIRSYSCOM) issues scheduled maintenance requirements by publishing PMS publications for every model of Navy and Marine Corps aircraft. PMS publications prescribe the following:

- Standardized procedures for Navy and Marine Corps aviation maintenance activities
- The planning, scheduling, and performance of the scheduled maintenance tasks for aircraft and aeronautical equipment

Basic PMS publications include the following:

- Maintenance requirements cards (MRCs)
- Periodic maintenance information cards (PMICs)
- Sequence control cards (SCCs)
- Checklists

Revisions to PMS publications are based on the data that is collected from maintenance experience with aircraft. NAVAIRSYSCOM publishes these revisions at intervals to add, delete, or change maintenance requirements.

Maintenance Requirements Cards

Prescribed maintenance requirements publications are presented to maintenance personnel in the form of maintenance requirements cards (MRCs), shown in figure 4-1. Usually, a set of cards is provided for each aircraft model or equipment. For each type of scheduled inspection, one set of MRCs is provided. All of the minimum requirements for the accomplishment of any particular scheduled maintenance task, or portion thereof, are contained in these cards.

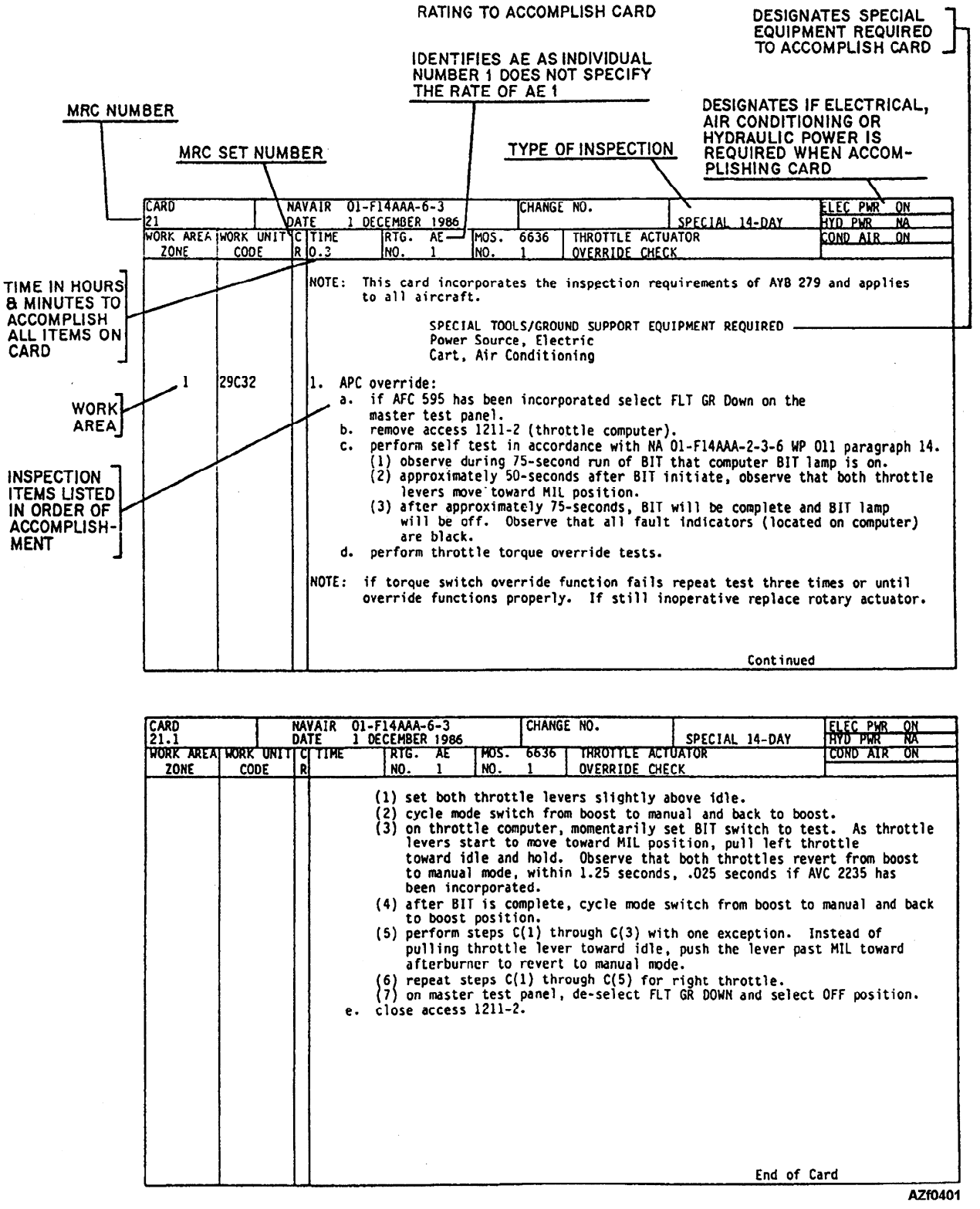

Figure 4-1.—Maintenance requirements card (front and back).

MRCs are the working documents for squadron aircraft and equipment inspections and preventive maintenance actions. These 5- by 8-inch cards specify the tasks that relate to a particular system, subsystem, area, or component and state a logical sequence to accomplish the tasks. MRCs identify the recommended rating that is needed to perform the task, the performance interval, and the work area or the work zone involved. Assembled into sets and numbered in sequence, the cards contain pertinent information that maintenance personnel require to complete each task.

Data for each task includes the following information: description; approximate time that is required to perform the task; whether power, tools, equipment, or material is needed; and information on such items as pressures and torque values. Also included, when necessary, is a diagram of the affected area in which the work is to be accomplished.

A master file copy of current MRCs should be maintained within the maintenance department. This master file copy reflects revisions to the published card sets and additional local requirements. Local periodic maintenance requirements for equipment that is not covered by published MRC sets should be added as specified in the *NAMP*.

When an aircraft undergoes an inspection, MRCs are given to the maintenance person in the specified order of the cards. Certification of completion of the work is not made on the MRC cards; therefore, the cards are used until they are worn out. Before a set of cards is issued, the check crew supervisor should check each card against the master file set to ensure that the set of cards is complete and current.

Periodic Maintenance Information Cards

Periodic maintenance information cards (fig. 4-2) are decks of cards that refer to the maintenance of aeronautical equipment and aircraft. The cards support maintenance actions and cite, when necessary, requirements for documentation and operating limits. PMIC decks contain the following information:

- Requirements for items that have approved mandatory removal and replacement intervals as well as requirements that require special monitoring with emphasis on failure trends. The card cites the component or assembly removal and replacement schedule, Equipment History Record (EHR), Scheduled Removal Component (SRC) card; Assembly Service Record (ASR), or Module Service Record (MSR) that contains the requirement.
- Airframe structural life limits.
- Maintenance requirements system index that lists, by Work Unit Code (WUC), the system and the MRC number of the requirement to be performed.
- Conditional inspection listing that contains a brief description of the condition, type inspections to be performed, and a reference to the manual or directive that contains the detailed requirements.
- Phase change implementation card that provides a list of requirements to be performed to maintain the required inspection interval of critical components when an update changes the order of inspections.

NOTE: NALCOMIS OMA allows users to input, update, and delete maintenance requirement card information for special, phase, and conditional aircraft and engine inspections. This information provides pertinent information that is required to print inspection control and look phase MAFs. The QA work center verifies that MRC information is added or updated in the NALCOMIS database as changes occur to MRC decks.

Sequence Control Cards (SCCs)

Sequence control cards (SCCs) are graphic, sequential work displays. They help ensure the orderly planning and timely performance of aircraft and engine maintenance requirements. SCCs integrate all required periodic maintenance work to reduce the total out-of-service time that is required to complete unscheduled and scheduled maintenance jobs.

SCCs are used to control the assignment of work and personnel. SCCs provide the following information:

- Specific MRCs to be complied with
- Number of personnel and rating specialty that are required to complete the tasks
- Estimated task completion times
- Whether POWER/AIR OFF or ON conditions are required during tasks
- Affected areas where work will be performed

CARD 5	NAVAIR 01-XXX-6 DATE: 15 August 1997	CHANGE NO.	REMOVAL/REPLACMENT SCHEDULE AND SPECIAL TRACKING REQUIREMENTS	
NOMENCLATURE	**PART/MODEL NUMBER**	**DISPOSITION**	**REMOVAL INTERVAL**	**REMARKS**
		CATAPULT SYSTEM		
NOTE 1: A 10 percent extension is not authorized.				
*Catapult Launch Bar	134762-011 122781-110	Forward to Depot	200 Catapult Launches	See Note 1
*Catapult Launch Bar	134762-011 122781-110	Retire	4,000 Catapult Launches	See Note 1
*Catapult Holdback Socket	128694-101, -105	Retire	3,000 Catapult Launches	See Note 1
		ARRESTING GEAR		
NOTE 1: Denotes requirement for Equipment History Record card.				
*Shank	1281155-101	Forward to Depot	150 Arrested Landings	
Drag Link Arresting Hook	1280555-109	Repair at Depot	500 Arrested Landings	See Note 1

Figure 4-2.—Periodic maintenance information card.

Checklists

The checklist format for inspections provides maintenance personnel with abbreviated requirements for turnaround inspections. Checklist inspection requirements are consecutively numbered and arranged in a logical working order.

AIRCRAFT INSPECTION PROCEDURES

As an AZ, you should be knowledgeable about the types of aircraft and aeronautical equipment inspections, PMS publications, and associated records and reports. In many activities, AZs initiate inspection documents electronically through NALCOMIS. These documents deal with aircraft and aeronautical equipment inspections, inspection procedures, and authorized deviations to inspections.

Types of Aircraft and Equipment Inspections

Aircraft and aeronautical equipment undergo unscheduled and scheduled inspections.

Maintenance personnel use the Preflight/Daily/ Turnaround/Postflight Maintenance Record, OPNAV

PREFLIGHT / DAILY / TURNAROUND / POSTFLIGHT MAINTENANCE RECORD

1. ☐ PREFLIGHT ☐ DAILY ☐ TURNAROUND ☐ POSTFLIGHT

2. DATE AND TIME STARTED _____ COMPLETED _____	3. T/M/S	4. BUNO	5. SIDE NO.	6. ACTIVITY

7. CARD NUMBER/ RTG/MOS	8. TOOL CONTAINER NUMBER	9. DISCREPANCY / JCN*	10. CORRECTED		11. SIGNATURE AND RATE / MOS **
			YES	NO	

* JCN NOT REQUIRED FOR CORRECTED SERVICING ACTIONS.
** SIGNATURES CERTIFY THAT MRCs HAVE BEEN COMPLIED WITH, VIDS/MAFS HAVE BEEN INITIATED FOR DISCREPANCIES, AND ALL TOOLS ARE ACCOUNTED FOR.

12. MAINTENANCE CONTROL REPRESENTATIVE *(Signature and rate/rank)*

OPNAV 4790/38 (REV 2/85) PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLY IS EXHAUSTED S/N 0107-LF-047-9191 **AZf0403**

Figure 4-3.—Preflight/Daily/Turnaround/PostflightMaintenance Record, OPNAV 4790/38.

4790/38, (fig. *4-3)* to certify daily and turnaround inspections. This record is destroyed upon completion of the next like inspection. Maintenance personnel record all other inspections on the Maintenance Action Form (MAF).

Table 4-1 lists the types of unscheduled inspections, the purpose of each type, and when each is done.

Maintenance personnel document a scheduled aeronautical equipment inspection or aircraft inspec-

Table 4-1.—Unscheduled Aeronautical Equipment and Aircraft Inspections

TYPE OF INSPECTION	PURPOSE OR WHAT'S INVOLVED	WHEN DONE
Preoperational (Pertains to equipment only)	To verify servicing (replenishment of oil, fuel, and other consumables expended in operation) of equipment and to detect defects that will adversely effect the operation of equipment.	Before each operation of equipment.
Postoperational (Pertains to equipment only)	To detect defects developed during each operation of equipment.	Immediately after each operation of equipment.
Turnaround	To ensure integrity of an aircraft for flight, to verify servicing, and to detect defects from the previous flight. Valid for 24 hours provided no flights or maintenance other than servicing occurred after the inspection.	Between flights.
Daily	To inspect for defects to a greater depth than the turnaround inspection. Valid for 72 hours provided no flights or maintenance other than servicing occurred after the inspection.	Before the first flight of the day.
Acceptance	Inspection to include: ● An inventory of all equipment listed in the aircraft inventory record ● Verification of cartridge-actuated devices (CADs) and aircrew escape propulsion systems (AEPSs) ● Configuration verification (Note: Visual external inspection and record examination are the only required verifications of CADs, AEPSs, and configuration. Disassembly beyond the daily inspection requirements of the applicable PMS publication is not required.) ● Hydraulic fluid sampling ● Daily inspection as required by the applicable PMS publication ● Verification of: (1) Monthly Flight Summary in the aircraft logbook and (2) Equipment Operating Records in the Aeronautical Equipment Service Record (AESR) ● A complete functional check flight ● More in-depth inspection when the equipment condition or record examination indicates that such action is warranted.	When a reporting custodian accepts a newly assigned aircraft or equipment from any source as well as upon return of aircraft or equipment from standard depot-level maintenace (SDLM) or other major depot-level rework.

Table 4-1.—Unscheduled Aeronautical Equipment and Aircraft Inspections—Continued

TYPE OF INSPECTION	PURPOSE OR WHAT'S INVOLVED	WHEN DONE
Transfer	Inspection to include: • An inventory of all equipment listed in the aircraft inventory record • Verification of CADs and AEPSs • Configuration verification • Hydraulic fluid sampling • Daily inspection required by the applicable PMS publication • Verification of (1) Monthly Flight Summary in the aircraft logbook and (2) Equipment Operating Records in the Aeronautical Equipment Service Record (AESR) • More in-depth inspection when the equipment condition indicates that such action is warranted	When a reporting custodian transfers an aircraft or equipment. Includes aircraft or equipment transfers to SDLM.
Conditional	To inspect for unscheduled maintenance requirements when: • An event occurs that creates an administrative requirement for an inspection or • And overlimit condition occurs. (Examples of overlimit conditions are hard landing, engine overspeed, and engine overtemp.) (Note: Conditional inspection requirements that specify servicing or fluid sampling do not require logbook entries. Conditional inspection requirements that prescribe inspections to determine equipment condition requirements do require associated logbook entries.)	As required.
Zonal	To detect obvious defects, such as leaks, frayed cables, cracks, corrosion, or physical damage on a specific area of an aircraft.	As required. (Normally in conjunction with scheduled maintenance tasks)

tion by using the MAF. Table 4-2 lists the types of scheduled inspections, what each involves, and when each is done.

Deviations To Scheduled Inspections

It may not always be possible to perform a given inspection on the exact date or at the exact number of hours for which the inspection is scheduled. To meet these situations and to aid in workload scheduling, the following inspection deviations may be applied:

- For an inspection that is performed in increments of calendar days, a deviation of plus or minus 3 days may be applied to the authorized inspection interval (inspections may be performed 3 days before or 3 days after the actual inspection induction date). The next inspection due should be scheduled as if NO deviation had occurred. This authorized deviation requires no logbook entry.
- For an inspection that is performed in increments of flying hours or operating hours, cycles, events, or rounds fired, a deviation of plus or minus 10 percent (or any portion of 10 percent) may be applied to the authorized inspection interval. The next inspection due should be scheduled as if NO deviation had occurred. For example, an equipment that has a

Table 4-2.—Scheduled Aeronautical Equipment and Aircraft Inspections

TYPE OF INSPECTION	PURPOSE OR WHAT'S INVOLVED	WHEN DONE
Phase	To inspect part of a total maintenance requirement. All components that have a Scheduled Removal Component (SRC) card, Equipment History Record (EHR), Assembly Service Record (ASR), Module Service Record (MSR), Parachute Record, Seat Survival Kit Record, Aircrew System Records, or Aircrew Personal Equipment Record are inventoried.	At intervals that divide the total maintenance requirement into small packages (phases) of approximately the same work content. Each phase is accomplished sequentially at specified intervals. The completion of all required phases at their specified interval completes the phase inspection cycle. Cycle is repetitive for the service life of the aircraft and is not interrupted during SDLM.
Special	To inspect aircraft or aeronautical equipment that requires inspection based on elapsed calendar time, flight hours, operating hours, or number of cycles or events. For example: ● Every 7, 14, or 28 days, ● 50,100, or 200 hours, ● 10 or 100 arrestments, or ● 5,000 rounds fired, and so forth.	At a prescribed interval other than daily or phase as specified in the applicable PMS publication.
Aircraft Service Period Adjustment (ASPA) evaluation	To evaluate an aircraft's general material condition. A depot-level conditional maintenance action that is performed by certified ASPA evaluators and consists of record and logbook analysis and a physical examination of the aircraft. Results in one of the following recommendations: ● The aircraft period end date (PED) or operating service months (OSM) be adjusted 12 months (or equipment flight hours) beyond the current PED or 18 OSM from the date of the ASPA inspection, whichever is less. ● The aircraft be inducted for rework or preservation not later than 90 days after the current PED. ● The aircraft be immediately inducted into rework and its service tour terminated.	As directed by *Policies and Peacetime Planning Factors Governing the* Use of *Naval Aircraft*, OPNAVINST 3130.11. OPNAVINST 3130.11 requires an ASPA evaluation between 6 months prior to and 3 months after the PED of ASPA aircraft. The 3-month window after the PED can only be allowed when no depot-level structural life-limited items will expire during that period.

150-flight-hour inspection interval and due for inspection may be performed as early as 135 flight hours or as late as 165 flight hours. The next scheduled inspection is due at 300 flight hours. This authorized deviation requires no logbook entry.

NOTE: A plus 10 percent extension is not authorized for a low cycle fatigue item that has accumulated its assigned operating hours or for a structural life-limited component that has reached its basic life limit.

After the plus 3 days or 10 percent deviation has been applied and expired, the aircraft is restricted from further flight operations (downed) until completion of the subject inspection.

If it becomes necessary to accomplish an inspection earlier than the authorized deviation, the next inspection is due based on the date, hour, cycle, or event that the inspection began. In this case, a logbook entry is required on the Miscellaneous/History record.

If it is necessary to exceed the deviations to scheduled inspections because of priority operational commitments, a request should be submitted to the cognizant wing, carrier air wing, or aircraft controlling custodian (ACC). If this type of deviation is authorized, the next inspection is scheduled as if NO deviations had occurred, and a Miscellaneous/History logbook entry should be made.

To assist aircraft operating activities in preventing aircraft inspection deviation exceedances, an Inspections Near Due function is available to NALCOMIS OMA users. The Inspections Near Due function allows users to query the NALCOMIS database about scheduled aircraft inspections that are within the ±3 days or ±10 percent window and to initiate the appropriate inspection documents.

Q4. What program is designed to ensure that aircraft and aeronautical equipment is maintained throughout its service life by controlling degradation?

Q5. What type of publication provides the basis for planning, scheduling, and performing scheduled maintenance tasks?

Q6. What type of PMS publication includes the minimum requirements for the accomplishment of a scheduled maintenance task?

Q7. What type of PMS publication contains mandatory removal and replacement intervals for components and assemblies and a conditional inspection listing?

Q8. What type of PMS publication provides abbreviated instructions for the accomplishment of a turnaround inspection?

Q9. Provided no flight takes place and no maintenance other than servicing is performed, for what maximum time are daily inspections valid?

Q10. What (a) aircraft logbook page and (b) aeronautical equipment service record pages should be verified for accuracy during aircraft acceptance inspections?

Q11. What type of inspection is required as a result of a specific overlimit condition or as a result of a circumstance or event that creates an administrative requirement for an inspection?-

Q12. Hard landing, engine overspeed, and engine overtemp are all examples of what type of inspection?

Q13. What type of aircraft evaluation is required between 6 months prior to or 3 months after the period end date of ASPA aircraft?

Q14. What type of inspection has a prescribed interval other than daily or phase and is based on elapsed calendar days, flight hours, operating hours, cycles, or events?

Q15. What deviation may be applied to inspections performed in increments of calendar days?

Q16. A phase inspection is due at 100 flight hours. This inspection may be performed as early as what number of flight hours without having to readjust the next "phase due "flight hours?

Q17. An inspection is scheduled at 100 flight hours, but the inspection is performed early at 80 flight hours. After completion of the subject inspection, when is the next 100-hour inspection due?

Q18. An inspection based on flight hours is performed earlier than the 10 percent authorized deviation. In this instance, what aircraft logbook record requires an entry?

SOURCE DOCUMENTS

LEARNING OBJECTIVES: Identify source documents that provide data to the Maintenance Data System. Define the purpose of the maintenance action form (MAF). Identify the types of maintenance actions that are documented on the maintenance action form (MAF). Identify terms, data fields, and codes that are used on the maintenance action form (MAF). Identify maintenance action form (MAF) initiation and completion procedures in organizational maintenance activities (OMAs). Define the purpose of the Naval Aircraft Flight Record (NAVFLIR). Identify reports that are used in the Naval Aircraft Flight Reporting Subsystem (NAVFLIRS).

Useful management information such as scheduled and unscheduled aircraft inspections, technical directive compliance, material usage, and aircraft flight data are documented on forms that are called source documents. Source documents include the

Maintenance Action Form, OPNAV 4790/60, that documents maintenance data, the Single-Item Requisition System Document, DD Form 1348, that documents supply data, and the Naval Aircraft Flight Record, NAVFLIR, OPNAV 3710/4, that documents flight data. The data on these forms are source data for the Maintenance Data System (MDS). Source documents furnish the input information for the MDS and must be completely accurate.

Data collection and reporting systems ensure that the basic data that is generated by maintenance technicians and material control personnel is documented. Management uses this data to make decisions about the day-to-day maintenance effort as well as decisions about manpower and material needs. As an AZ, you should understand the types of information that are recorded on source documents since you will initiate or assist in their initiation. The information recorded on source documents is the source for entries recorded in aircraft logbooks, aeronautical equipment service records (AESRs), and other maintenance records.

MAINTENANCE ACTION FORM (MAF)

The Maintenance Action Form (MAF), OMA MAF, (fig. 4-4) documents an on-equipment maintenance action (a maintenance action that is performed on a complete end item) or a removal and subsequent processing of a repairable component (off-equipment maintenance) by an intermediate maintenance activity (IMA). MAFs document maintenance actions such as the following:

- Repair work on equipment that does not involve removal of defective or suspected defective repairable components
- That portion of a special, conditional, corrosion, phase acceptance, or transfer inspection that involves the search for (not repair) defects (commonly referred to as the look phase of an inspection)
- Fix phase maintenance action that involves the correction (repair) of a discrepancy that is discovered during the look phase of a scheduled inspection

MAFs often document a maintenance action taken such as the following:

- Removal of a component for check, test, or service
- Removal and replacement of an item for cannibalization
- Removal and replacement of repairable components within end items
- Removal or installation of a component for mission configuration change as designated by the aircraft controlling custodian (ACC); for example, the removal or installation of buddy stores in compliance with an ACC directive

MAFs also document man-hours such as in the following maintenance actions:

- Man-hours that are spent in troubleshooting
- Man-hours that are accumulated during a work stoppage for lack of a part or to complete other maintenance
- Accumulated man-hours on a job that is closed out due to an aircraft accident
- Accumulated man-hours during or at the end of a reporting period for a job, required by the ACC, that was not completed
- Maintenance action and man-hours by an assisting work center in support of a primary work center
- Maintenance action and man-hours in support of a repairable item that is processed through an IMA

Finally, MAFs document for-the-record action such as in the following maintenance actions:

- Incorporation of a technical directive change and associated maintenance action
- Collection of subsystem capability and impact reporting (SCIR) data
- Record of the ordering and the issuing of a repairable component, subassembly, or part
- Preservation and depreservation maintenance actions

Terms and Codes

Except for the Narrative Description of Discrepancy and Corrective Action portion of the MAF, maintenance data is recorded on the MAF in coded form. Below is a list of terms and codes that are used when maintenance actions are documented. For a detailed description of terms and codes that are used to

MCN QWOA0HB

MAF OPNAV 4790/60 (REV. 5-88)

ENTRIES REQUIRED SIGNATURE
NONE LOGS REC
X AZ2 PISTOL

LOCAL USE/REFERENCE

NAME	ACCUMULATED WORK HOURS TOOL BOX	DATE	MAN HRS	ELASPED	M/T	ACCUMULATED AWM HOURS DATE	TIME	REASON	HOURS
DOOR	AF-7MEC	99327	2.0		1.0				

(H-Z) FAILED/REQUIRED MATERIAL

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC
					55284	2606071-5		1	ZP0	02	99327	GF51	99327

FOLD

TECHNICAL DIRECTIVE INFORMATION

A22 WORK UNIT CODE	A29 ACTION ORG	A32 TRANS	A34 MAN/L	A35 ACT TA	A36 MAL CD	A39 ITMS/P	A41 MAN HOURS	A45 ELAPSED M/T.	F08 INTERIM	F09 CODE	F11 BASIC NO	F15 RV	F16 AM	F17 PART KIT	F19
13C1700	QWO	23	1	R	787	01	2.0	1.0							

A48 TYPE EQUIP	A52 BU/SER NUMBER	A58 DISCD	A59 T/M	A60 POSIT	A62 FID	A65 SAF/EI SER	A69 METER	SE MFGR	A74 TECH	F21	F22	INVENTORY PERM UNIT CODE	F28
AMAA	161983	B	B										

REPAIR CYCLE

	DATE B08	TIME B12	EOC B16
RECEIVED	99327	1012	
	B19	B23	B27
IN WORK	99327	1027	
	B30	B34	
COMPLETED	99327	1127	

REMOVED/OLD ITEM

E08 MFGR	E13 SERIAL NUMBER
55284	0209
E23 PART NUMBER	E38 DATE REMOVED
2606071-5	99327

E42 TIME/CYC	E47 TIME/CYC	E52 TIME/CYC
L4896		

INSTALLED/NEW ITEM

G08 MFGR	G13 SERIAL NUMBER
55284	1398
G23 PART NUMBER	
2606071-5	

G38 TIME/CYC	G43 TIME/CYC	G48 TIME/CYC
L4896		

AWAITING MAINTENANCE

B38 B39 HRS B43 B44 HRS B48 B49 HRS

DISCREPANCY

PT M/M WORN

MAINTENANCE/SUPPLY RECORD

JOB STATUS	DATE	TIME	EOC
B53 B54	B58	B62	
B65 B66	B70	B74	
C08 C09	C13	C17	
C20 C21	C25	C29	
C32 C33	C37	C41	
C44 C45	C49	C53	
C56 C57	C61	C65	
D08 D09	D13	D17	

PILOT/INITIATOR
AMS1 DOE

CORRECTIVE ACTION

R&RED PORT MLG TIRE IAW MIMS.

CF REQ QA REQ

CORRECTED BY	INSPECTED BY	SUPERVISOR	MAINT CONTROL
SGT BRUSH	AMS1 SMITH	AMS1 FROST	GYSGT BOATE

JOB CONTROL NUMBER A08 ORG	A11 DAY	A14 SER	A17 SUF	A19 WK CTR
QWO	327	185	120	

	MODEX	PRI	TURN-IN DOCUMENT	SYSTEM REASON	MCN
U	983			PT M/M WORN	QWOA0HB

AZf0404

Figure 4-4.—Maintenance Action Form, OMA MAF.

document maintenance actions, refer to the Appendix of the *NACOMIS End User Manual.*

TYPE MAF CODES.—Type MAF codes are two-digit codes that identify the type of maintenance action that is being initiated. For example, AC is used for an Acceptance Inspection Control MAF, DM for a Discrepancy Maintenance Action, and WR for Work Request Maintenance Action.

JOB STATUS CODES.—Job status codes indicate the status of a MAF during the repair cycle. Examples of Job Status codes include IW for in work, JC for a job complete status, and WP for an awaiting parts situation that indicates that work has been stopped due to a lack of parts or material.

TASK IDENTIFICATION (ID) CODES.—Tasks are plain language descriptions of functions that are performed within NALCOMIS. A task ID code is an abbreviation that describes the task. For example, the assignment of a job control number (JCN) by maintenance control is a task. The Task ID (abbreviation) code for assignment of a JCN by maintenance control is MCMAFAPP. In another example, the Task ID code for a MAF signed-off by logs and records personnel is LOGRECSO. Assigned by the system administrator, Task IDs are linked to Special Maintenance Qualification codes.

SPECIAL MAINTENANCE QUALIFICATION (SMQ CODES).—An SMQ code, assigned to a user, is linked to a Task ID to indicate that the user may perform a specific task. When a NALCOMIS OMA user is assigned an SMQ, the user may perform those tasks that are associated with the appropriate Task ID. In the example above, an AZ who has a Task ID of LOGRESCO (logs and records MAF sign-off) might have an SMQ code of LRSIG (logs and records signature). This indicates that the AZ is authorized to perform the tasks of screening MAFs for required aircraft logbook entries and signing the Entries Required Signature block of the MAF.

FLIGHT SUBSYSTEM.—This subsystem collects and processes flight-related data. This data may be shared with other subsystems. For example, flight hours that are reported into this subsystem directly affect the Maintenance Subsystem and the Logs and Records Subsystem. Some inspections and component removal intervals are based on flight hours that are reported in the system.

MAINTENANCE SUBSYSTEM.—The maintenance subsystem collects and processes maintenance data. The maintenance subsystem allows the user to initiate, update, complete, and query MAFs.

LOGS AND RECORDS SUBSYSTEM.—This subsystem maintains configuration profiles on aircraft, equipment, engines, propellers, and components that are assigned to a squadron.

DATA ANALYSIS SUBSYSTEM.—This subsystem allows the data analyst to review, correct, and approve naval flight records and maintenance records (NAVFLIRs, MAFs, and so forth) before and after the records are submitted for AV3M and NAVFLIR processing.

REPORTS SUBSYSTEM.—This subsystem allows the user to select, execute, and submit reports for printing. Typical maintenance reports available include the Aircraft Material Status Report, Scheduled Inspection Report, Aircraft Phase Inspection Report, and the Work Center Work Load Report. Reports that are available through the Reports Subsystem include the Life Limited Components Inventory Report, Component Removal Due Report, the Component Near Due Report, the Installed Explosive Device Report, and the Technical Directive Outstanding Report. Some of these reports are generated upon acceptance and transfer of aircraft to aid in the verification of aircraft logbooks. For a complete list of available reports, refer to the *NALCOMIS End User's Manual.*

ASSET SUBSYSTEM.—This subsystem is an inventory tool that tracks assets other than aircraft-related assets. These assets include support equipment (SE), Aviation Life Support Systems (ALSS), and Individual Material Readiness List (IMRL) equipment.

Types of MAFs

There are two types of MAFs in use—the two-part and the five-part MAF. The type you use will depend on whether your activity is operating under NALCOMIS. The two-part MAF, used by NALCOMIS operating activities, is initiated and printed electronically. The five-part MAF is used primarily by non-NALCOMIS operating activities. Five-part MAFs are available through the Navy supply system. The use of the five-part MAF is NOT limited to non-NALCOMIS activities. The five-part MAF may be used in NALCOMIS operating activities during periods of system downtime or during backfit procedures.

All copies of the five-part MAF contain the same information. Copy 2 of the MAF is used for material usage reporting. At the organizational maintenance level, the five copies of the MAF are as follows:

Copy 1—work center register and processing copy

Copy 2—quality assurance suspense file copy

Copy 3—maintenance control register

Copy 4—aircraft discrepancy book copy

Copy 5—work center daily audit copy

At the intermediate maintenance level, the five copies of the MAF are used as follows:

Copy 1—control and processing copy

Copy 2—supply department register

Copy 3—production control register

Copy 4—component RFI/BCM copy

Copy 5—work center register/daily audit copy

MAF Data Fields

NALCOMIS system-generated MAFs and five-part MAFs are similar in appearance and content, but operating procedures for each are different. MAF data blocks and data fields apply to both NALCOMIS-generated and five-part MAFs. Each data field on the MAF serves a specific purpose. Most of the information in these data fields is entered in coded form. We will describe each data block or data field on the MAF. Refer to figure 4-4.

ENTRIES REQUIRED SIGNATURE block. Entries in this block ensure that historical records are updated and that required actions are accomplished before MAFs are forwarded to data services facilities for processing. Maintenance control logs and records personnel should screen all MAFs, check the appropriate block or blocks, and enter their name and rate in the signature portion of this block. This signature certifies that the MAF has been screened and that no further entries are required and that all applicable logs and records entries have been made. For OMA NALCOMIS users, this block is computer generated.

LOCAL USE block. This block may be used as desired.

REFERENCE block. This block contains the supply reference data to assist material control in requisitioning required material.

ACCUMULATED WORK HOURS block. This block contains the name/shift, toolbox inventory, date, man-hours, and elapsed maintenance time columns.

Name column. Contains the name and shift of personnel who perform the work.

Tool box column. This column is used to help ensure that tools are not left on the job. Each worker who uses a tool container on a job enters the number of the container in this column. Upon return to the work center, the work center supervisor or collateral duty inspector (CDI) does a sight inventory of the tool container and indicates a complete inventory by initialing or stamping to the right of the tool container number.

Date column. The Julian date on which the action takes place.

Man HRS (hours) column. The number of man-hours that were expended to correct the discrepancy (in hours and tenths of hours).

Elapsed M/T (Maintenance Time). The number of clock hours that were involved in making the repair (in hours and tenths of hours). For example, if three people worked together for 2.5 hours to make a repair, the total man-hours would be 7.5, and the elapsed M/T would be 2.5 hours.

ACCUMULATED AWM HOURS block. Contains a record of the hours that are accumulated during the SCIR-related time of a discrepancy. Includes the beginning date and time of the AWM period with the proper reason code. The accumulated AWM hours are entered in the hours section of this block.

NOTE: A complete list of AWM codes are contained in an appendix to the *NAMP*.

H-Z FAILED/REQUIRED MATERIAL section. The blocks in this section document the following information:

- A failed part occurs without an awaiting part (AWP) situation
- A failed part and an AWP situation occur simultaneously (IMA only)
- An AWP situation without a failed part occurs (IMA only)
- A supply request only, no failed part or AWP situation

This section is also used for engine identification and subsequent failed part reporting against the identified engine.

WORK UNIT CODE block. Contains the 1-, 3-, 5-, or 7-digit WUC that identifies the system, subsystem, or component on which work is being performed. Three-digit WUCs such as 030 and 049 are also used on a MAF to document a conditional inspection or a preservation or depreservation action.

ACT ORG (ACTION ORGANIZATION) block. Contains the ACT ORG code of the organization that performs the maintenance.

TRANS (TRANSACTION) block. Contains a two-character numeric transaction code that describes the type of action to be accomplished on the item or component.

MAN/L (MAINTENANCE LEVEL) block. Uses a numeric 1, 2, or 3 to describe the level of maintenance that is being performed (not necessarily the maintenance level that is assigned to the activity).

ACT TA (ACTION TAKEN) block. Contains a one-character alpha or numeric code to describe the action that was taken to correct the discrepancy.

MAL CD (MALFUNCTION DESCRIPTION CODE) block. Contains a three-character alphanumeric code to best describe the trouble or cause of trouble in the system or component that is identified in the WORK UNIT CD block.

ITMS/P (ITEMS PROCESSED) block. Specifies the number of times the action that is indicated in the action taken block was performed against the item that is described in the WORK UNIT CD block. MAFs that are submitted for close outs by work centers at the end of or during a reporting period should enter 0 in the items processed block.

MAN HOURS block. Documents the number of man-hours that were expended to correct a discrepancy (in hours and tenths of hours).

ELAPSED M/T (ELAPSED MAINTENANCE TIME) block. Reports the number of clock hours that were involved to make the repair (in hours and tenths of hours). For example, if three people worked together for 2.5 hours to make a repair, the total man-hours that were expended is 7.5 hours, and the elapsed maintenance time is 2.5 hours.

TECHNICAL DIRECTIVE INFORMATION section. Contains the 12- or 13-character code to identify the specific technical directive that has been incorporated or is being incorporated in the type of equipment that is identified in the Type Equipment code block. This section is divided into the interim, code, basic number, revision, amendment part, and kit fields that are completed as needed.

Interim block. An X indicates an interim type directive; otherwise this field is left blank.

Code block. A two-character code denotes the type of directive to be incorporated. For example, 50 denotes an airframe change and 74 denotes an airframe bulletin.

Basic No (number) block. A four-digit field identifies the basic technical directive. If the basic number is less than four digits, a zero or zeros are used to precede the number as necessary to complete the four-digit field.

RV (revision) block. A on-digit alpha character denotes the specific revision of the basic technical directive. Left blank if not applicable.

AM (amendment) block. A numeric one-digit character identifies the number of amendments of the basic technical directive. Left blank if not applicable.

Part block. A two-digit alphanumeric character of the basic directive. Left blank if not applicable.

Kit block. A two-character alphanumeric number of the specific kit to be incorporated. If no kit is required, 00 is entered in this field.

TYPE EQUIP (TYPE EQUIPMENT CODE) block. Contains a four-character code to describe the end item on which work is being performed.

BU/SER NUMBER (BUREAU/SERIAL NUMBER) block. Contains the bureau number of the aircraft or serial number of the equipment or end item on which work is being performed. If more than six digits, only the last six digits are used. A 0 is entered in this block when a MAF is used to document work on a group of like items (jacks, stands, common aeronautical equipment, or items that are not identified by bureau/serial number).

DISCD (WHEN DISCOVERED CODE) block. Contains a one-character alpha code to identify when the need for maintenance was discovered.

T/M (TYPE MAINTENANCE CODE) block. Contains a one-character alpha or numeric code to describe the type of maintenance action that is being performed.

POSIT (POSITION SENSITIVE INDICATOR [PSI]) block. Contains the two-digit PSI of a. component that has been identified in the applicable WUC manual by a double asterisk (**). Position sensitive indicators are used to evaluate performance and/or logistics characteristics between identical components. A PSI identifies location by using a general position code or a specific position code.

General position code—A two-digit alphanumeric code that indicates a location by use of plain language. For example, LH/RH indicates left-hand or right-hand installations such as main landing gear components, tires, side-by-side cockpit components, and so forth; and FW/AF indicates fore and aft positions such as tandem cockpit components. UP/LW indicates upper or lower positions such as anti-collision lights or antennas. PR/SC/AL indicates primary, secondary, or alternate positions such as hydraulic components or multiple avionics component installations. Numbers 01, 02, 03, 04, and so forth indicate positions by using a numbering system; for example, rotor dynamic components are numbered as are the positions of fuel nozzles on a gas turbine engine.

Specific position code—A two-digit alphanumeric code that indicates a specific location by using alphanumeric sequencing to show the position.

FID (FAULT ISOLATION DETECTION) block. The block is reserved for future use and left blank.

SAF/EI SER (SAFETY/ENGINEERING INVESTIGATION SERIAL NUMBER) block. Contains the locally assigned four-digit safety EI serial number.

METER block. Contains the SE meter reading for on-equipment work on G, H, or S type equipment codes (TECS).

SE MFGR block—Is left blank.

INVENTORY CODE block. Contains a one-digit alpha or numeric code to describe the status of an aircraft during a transaction. Inventory status codes denote the status of the aircraft or equipment at the time of inventory; for example at the inventory conducted because of gain, loss, or a change in material condition reporting status (MCRS). Inventory status codes for aircraft should coincide with the applicable OPNAV XRAY status reportable codes as specified in the *Aircraft Inventory Reporting System (AIRS)*, OPNAVINST 5442.2. There is an inventory status code for inventory only, fully operational, standard depot-level maintenance, special work, special rework at the reporting custodian site, and other (decision to strike, remove from service, bailment, loan, and so forth).

0—Inventory only. Equipment that is inventoried but no mission capability data is collected. These items will only be gained or lost and will require no change in MCRS reporting. This code is used for equipment only and should NOT be used for aircraft reporting.

A—Fully operational. Aircraft or equipment in the inventory system that are in a fully operational status.

1—Standard depot-level maintenance (SDLM). Those aircraft or equipment that are en route to, awaiting, or undergoing SDLM.

2—Special work. Aircraft or equipment that are en route to, awaiting at, or undergoing special rework (modification, modernization, conversion, or repair) in the physical custody of a depot-level repair activity.

3—Special rework at the reporting custodian site. Aircraft undergoing depot-level special rework that consists of modernization, modification, conversions, or incorporation of depot level technical directives while in the physical custody of the reporting custodian. Aircraft that receive depot-level repairs while in the physical custody of the reporting custodian remain in inventory code A.

4—Other (decision to strike, remove from service, bailment, loan, and so forth). Those aircraft or equipment that are affected by reasons other than standard or special work.

PERM (PERMANENT) UNIT CODE (PUC) block. Contains a six-digit code that identifies the organization that completes the transaction.

REPAIR CYCLE fields. Include the RECEIVED, IN WORK, and COMPLETED blocks.

Received blocks—The Julian date and time the discrepancy was reported, along with the appropriate equipment operational capability (EOC) code (if applicable) that describes the degradation of the aircraft's mission capability. NALCOMIS automatically generates the received date and time blocks upon initiation of a MAF.

In Work blocks—The Julian date and time that work was begun on the discrepancy, and the proper EOC.

Completed blocks—The Julian date and the time the repair action was completed.

AWAITING MAINTENANCE field. Contains the awaiting maintenance (AWM) hours and reason codes for SCIR-related maintenance actions. This field should be completed at the end of the maintenance action or upon MAF close out. The order of significance is determined by local policy.

MAINTENANCE/SUPPLY RECORD. Contains a record of job status, date, time, and the EOC. NALCOMIS tracks all awaiting maintenance and supply time.

Job Status—Alpha character prefix for any change in job status. The alpha characters **M** (maintenance) and **S** (supply) are used. The prefix **S** is used when maintenance is halted due to awaiting parts. The prefix **M** is used to indicate the end of an AWP status or change in mission capability.

Date—The Julian date when the **S** or **M** situation begins.

Time—The time when the **S** or **M** situation begins.

EOC—A three-character alphanumeric code that, (1) identifies the degree of degradation to mission capability, and (2) identifies the system responsible for the degradation. The EOC describes the degradation to the aircraft's mission capability. These entries apply to SCIR-related discrepancies only.

REMOVED/OLD ITEM fields. Completed when a repairable component or part is removed from an end item or other major component on which work is being performed. The commercial and government entity (CAGE) code for the manufacturer (MFGR), the serial number, and the part number (or lot number for aircraft cartridges, cartridge-actuated devices, or aircrew escape propulsion devices) are entered. If the part number is more than 15 characters, the last 15 are entered. If the serial number is more than 10 characters, the last 10 are entered. The time or cycle, preceded by an alpha character (time and cycle prefix code), found in an appendix in the *NAMP,* is entered. For warranty items, the second time or cycle field is followed by a W. The W is followed by four digits to indicate the length of the warranty period.

INSTALLED/NEW ITEM fields. Completed when a repairable component and/or part is installed on an end item or other major component on which work is being performed. The CAGE code, the serial number, and the part number (or lot number for aircraft cartridges, cartridge-actuated devices, or aircrew escape propulsion devices) are entered. If the part number is more than 15 characters, the last 15 are entered. If the serial number is more than 10 characters, the last 10 are entered. The time or cycle is entered. The time or cycle is preceded by an alpha character (time and cycle prefix codes can be found in an appendix in the *NAMP).* If the item is under warranty, a W is entered. This W is followed by four digits to indicate the length of the warranty period.

DISCREPANCY block. Contains a narrative description of what's wrong with the aircraft or equipment.

PILOT/INITIATOR block. Contains the name and rank or rate of the individual who originates a discrepancy.

CORRECTIVE ACTION block. Contains a narrative description of the action taken to correct a discrepancy.

CF REQ block. An X is entered if a check flight is required after completion of the maintenance action.

QA REQ block. An X is entered if the maintenance action requires a quality assurance representative (QAR) inspection. (Not applicable to a collateral duty inspection.)

CORRECTED BY block. Contains the signature and rate of the maintenance technician who performed the maintenance action. Signatures are posted to MAFs via NALCOMIS' electronic signature windows. The technician signs by logging in with his or her authorized password and posting his or her electronic signature.

INSPECTED BY block. Contains the signature and rate of the quality assurance representative (QAR) or collateral duty inspector (CDI) who inspected the job for proper standards. Signatures are posted upon entry of an authorized log in and password.

SUPERVISOR block. Contains the signature and rate of the work center supervisor (or his or her assistant) that indicates screening has been performed on the MAP and that the QA and tool control programs have been complied with. This field is accessed and completed through NALCOMIS' electronic signature window upon entry of an authorized log in and password.

MAINT (MAINTENANCE) CONTROL block. Contains the signature and rate of the maintenance control person who clears the discrepancy. NALCOMIS will electronically post the maintenance controller's name via the electronic MAF signature window upon entry of an authorized log in and password.

JOB CONTROL NUMBER field. Contains a 9-, 10-, or 11-digit alphanumeric code that identifies each individual maintenance action. The job control number is system generated upon initiation of some maintenance actions when NALCOMIS is used. The job control number is made up an organization code, a numeric Julian day, a serial number, and a suffix.

ORG code—A three-character code that identifies the organization that originally assigned the job control number to the maintenance action. In the case of a maintenance action that is being performed on transient aircraft (Navy or non-Navy), the action organization code of the reporting custodian is always entered in block A08. For subcustody support equipment or support equipment in the custody of another department that requires repair by an IMA, the job control number that is assigned should reflect the organization code of the IMA.

Day—The three-character numeric Julian day that specifies the day of the year. This day should reflect the day the job control number is assigned to the maintenance action, not necessarily the day work began on the maintenance action. For example, 9329 is the 329th day of 1999, or 25 November 1999. When used on the MAF as part of the job control number, the first position that identifies the year is omitted.

SER (serial number)—The serial number is either a three-character number that runs from 001 to 999 (assigned in sequence) or an alphanumeric three-character code, such as A00 and A01. A00 and A01 are job control number serial numbers that designate the "Look" and the "Fix" portions of a scheduled inspection, respectively.

SUF (suffix)—The suffix is an alphanumeric code that is added to the basic job control number. A suffix identifies a subassembly or sub-subassembly (component within a component) repair action that is performed independently of a major repair action.

WK CTR (WORK CENTER) block. Contains the three-digit code of the work center that performs the maintenance action.

STATUS (UP OR DOWN) block. Describes the status of the aircraft or equipment. If the discrepancy disables the aircraft or equipment, the aircraft or equipment is down (D). If the discrepancy does not make the aircraft or equipment totally inoperable, the aircraft or equipment is up (U).

MODEX block. Usually contains the three-digit side number of the aircraft.

PRI block. Used by IMAs to assign workload priorities.

TURN-IN DOCUMENT block. Contains the Julian date and requisition document number on which the specific item was ordered from the failed/required material field to assist in local supply control. The Turn-In Document field is automatically assigned by NALCOMIS OMA.

SYSTEM/REASON block. Contains a brief description of the reported discrepancy.

MCN (MAF CONTROL NUMBER) block. Contains a serial number that is assigned to each maintenance action. The MCN is system generated under NALCOMIS.

NALCOMIS Organizational Maintenance Activity (OMA) MAF Initiation Procedures

NALCOMIS assists maintenance managers to control the maintenance effort. NALCOMIS uses video display terminal workstations in maintenance control and material control and in work centers to communicate information on the maintenance effort. Maintenance technicians, work center supervisors,

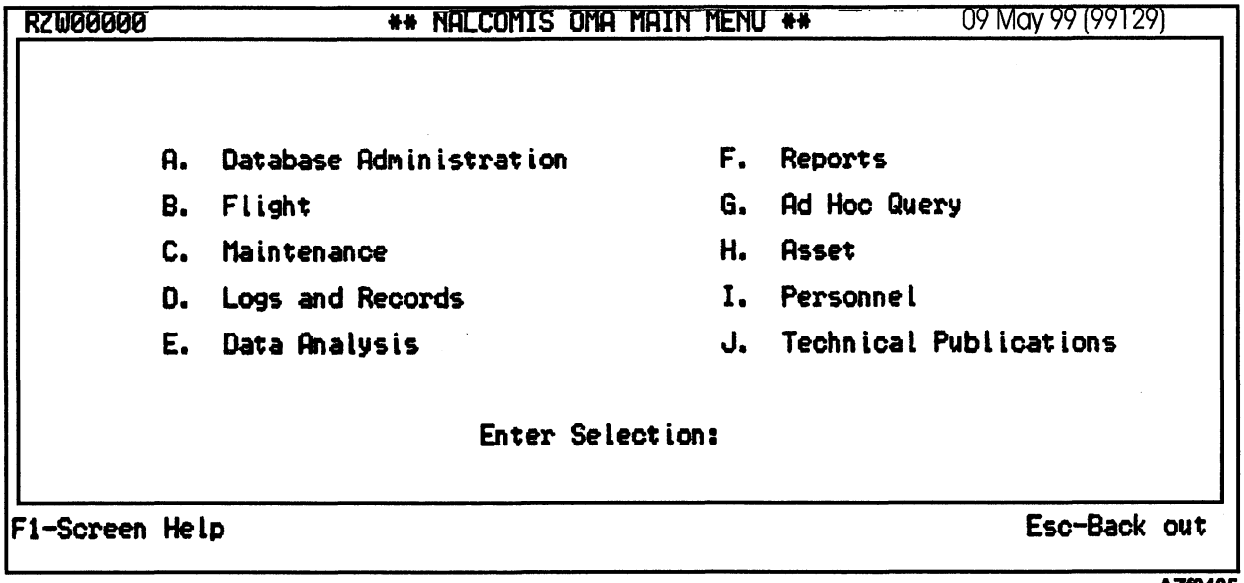

Figure 4-5.—NALCOMIS OMA main menu screen.

collateral duty inspectors (CDIs), quality assurance representatives (QARs), and maintenance control personnel are assigned passwords and special maintenance qualification (SMQ) codes that allow them to access the terminals to perform preassigned tasks (for example, MAF updates).

You initiate a MAF in NALCOMIS through interactive transactions with a standard series of video display screens. During MAF initiation, display screens will prompt you to input required data.

When you initiate MAF through NALCOMIS OMA for an unscheduled maintenance action, you access the NALCOMIS OMA Main Menu (fig. 4-5). (Other subsystems such as Flight, Logs and Records, Data Analysis, and the Reports subsystem are also accessed through the MAIN MENU display screen). For MAF initiation, you should select "C" for MAINTENANCE. This display screen brings up the MAINTENANCE MENU (fig. 4-6). The MAINTENANCE MENU display screen allows you to select what type of action you want to perform. For example, Initiate Maintenance Action, MAF update, or Print MAF. From the MAINTENANCE MENU display screen, select INITIATE MAINTENANCE ACTION MENU. The INITIATE MAINTENANCE ACTION

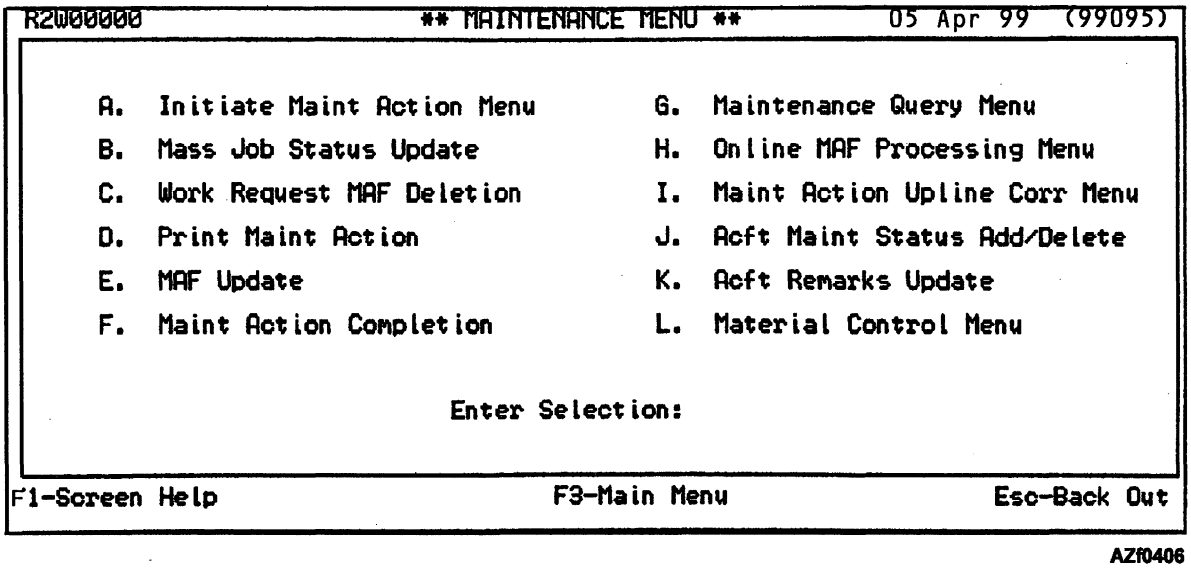

Figure 4-6.—NALCOMIS OMA maintenance menu screen.

menu (fig. 4-7) gives you the option to select what type of MAF you want to initiate. Options include: unscheduled maintenance MAFs, inspection MAFs, fix phase MAFs initiation, and onetime inspection MAFs. Examples of unscheduled MAFs are Discrepancy, Technical Directive Compliance, and Work Request. For our example, you should select Unscheduled Maintenance.

Once you select Unscheduled Maintenance option, enter the TYPE MAF (TM) code, modex (side number), and type equipment code (TEC), if required. From this point, NALCOMIS will prompt you for the other information that is required. Select ADD, and complete the data fields that are required. The TYPE EQUIPMENT CODE (TEC), BUNO, TYPE MAINTENANCE code, RECEIVED DATE and TIME, and MCN are system generated. You will also enter the work center that is assigned to the discrepancy, the initiator of the MAE, and Up or Down in the status field.

Maintenance control will review your MAF input for correctness. Once maintenance control approves the MAF, a JCN is system generated, and two copies of the MAF are printed. You place one copy of the MAF on the right side of the aircraft discrepancy book (ADB) where it will remain for as long as the discrepancy remains outstanding. You route the second copy of the MAF to the work center. An the electronic copy of the MAF is stored in the NALCOMIS database. The electronic copy of the MAF can be easily retrieved and completed by work center personnel via the work center's video display terminal workstation. The complete NALCOMIS OMA MAF Initiation Cycle (electronic and paper) is shown in figure 4-8.

NOTE: The work center should report each change in aircraft status, such as in work status, awaiting maintenance status, or awaiting parts status, to maintenance control immediately by an update through NALCOMIS.

When corrective action of the discrepancy has been completed, the work center completes its portion of the MAF by entering the COMPLETION DATE and TIME, MAN-HOURS, EOC, and other information that is prompted by the video display screen. Maintenance control completes its portion of the MAF by retrieving the discrepancy MAF by using either the MAF's MCN or JCN. When maintenance control approves the MAF, two copies of the completed MAF are printed. You place one copy on the left side of the ADB, where it must remain for 10 subsequent flights. You discard the original outstanding copy of the MAF from the right side of the ADB.

Once the discrepancy MAF is completed and signed off by maintenance control personnel, the MAF is stored in the NALCOMIS database, where it will be processed online. After the MAF is screened for logbook entries, the activity's analyst will screen the MAF online for correctness and will either (1) approve and store the MAF in the NALCOMIS database for processing later at a data services facility or (2) reject the MAF and return the MAF to the work center for correction. Figure 4-9 shows the NALCOMIS OMA MAF completion cycle.

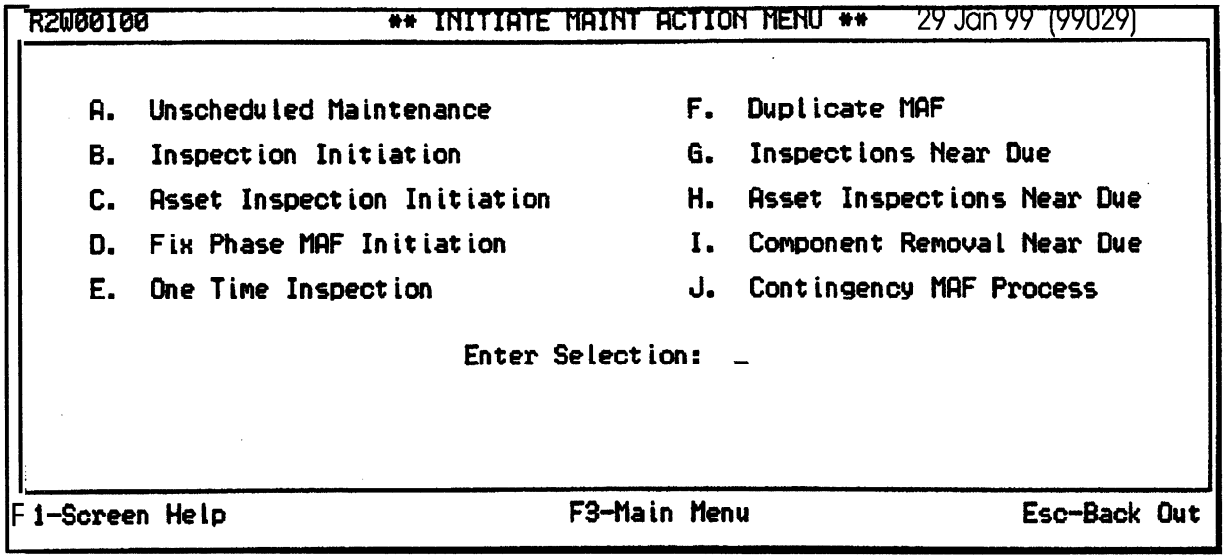

Figure 4-7.—NALCOMIS OMA initiate maintenance action menu screen.

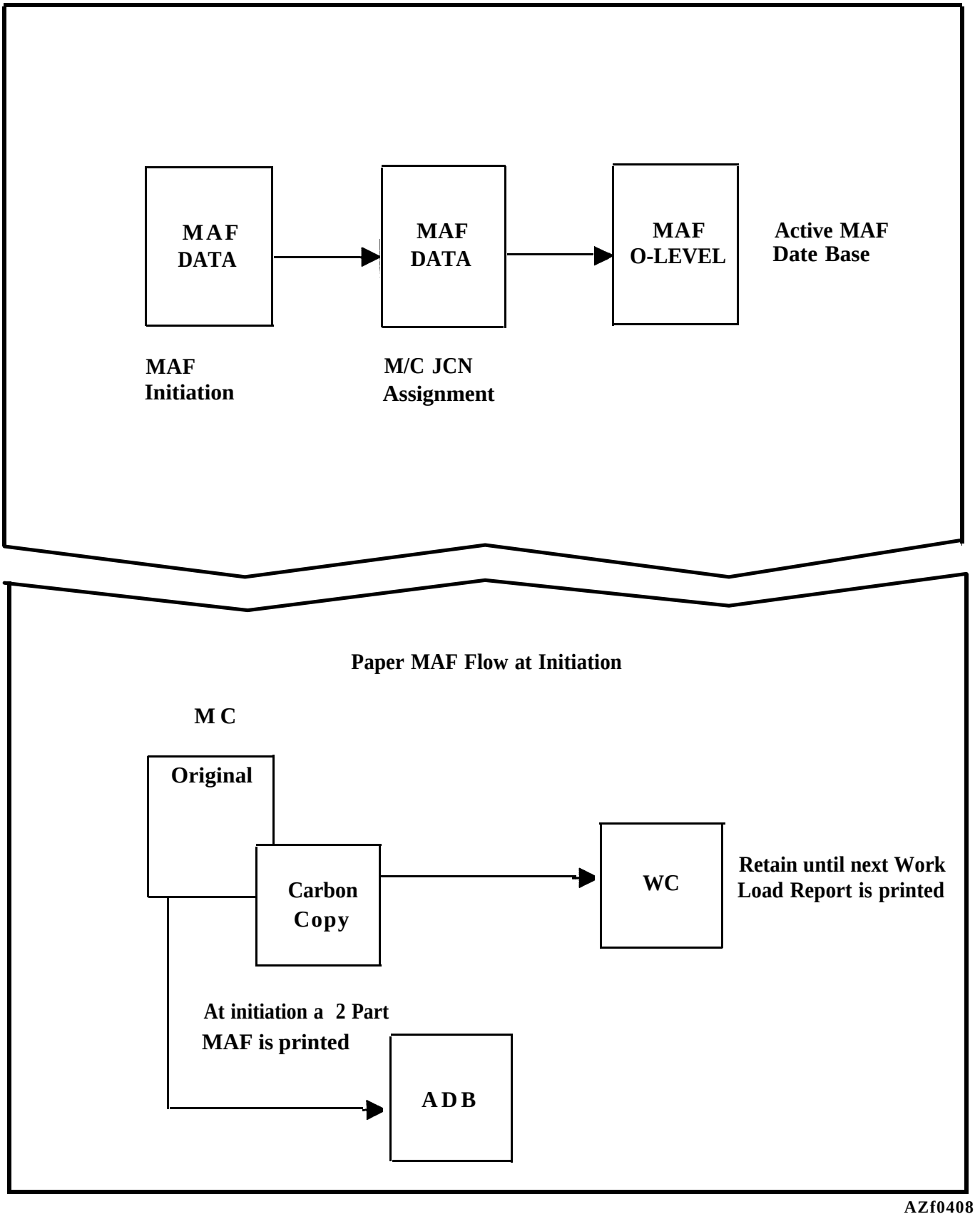

Figure 4-8.—NALCOMIS OMA MAF initiation cycle.

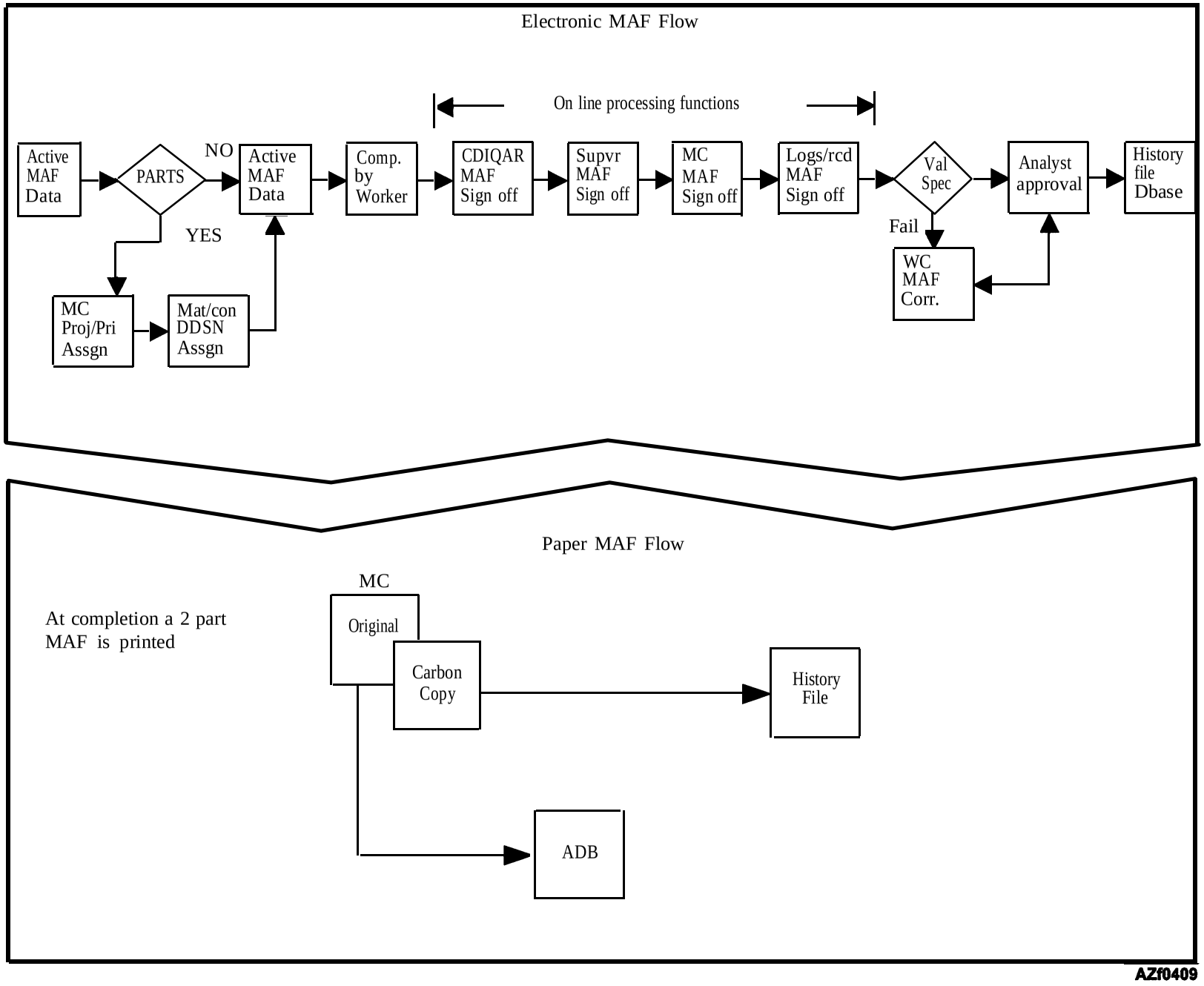

Figure 4-9.—NALCOMIS OMA MAF completion cycle.

Activities that use NALCOMIS should refer to the *NALCOMIS End User's Manual* and the *NAMP* for detailed operating and documentation procedures.

NAVAL AIRCRAFT FLIGHT RECORD

One important way to measure naval aviation performance is by the use of flight data. Of all the ways to measure aviation activity, flight operation is directly proportional to the measure of supply support. Therefore, flight data is a basis for naval aviation's plans to adequately supply operating units.

Naval aircraft flight records (NAVFLIRs) are the sole source documents that are prescribed to collect flight data. The *Naval Air Training and Operating Procedures Standardization (NATOPS) General Flight and Operating Instructions,* OPNAVINST 3710.7, outlines procedures for documenting the NAVFLIR. The NAVFLIR (fig. 4-10) must be prepared for each attempt at flight of naval aircraft. No substitute forms are authorized. The NAVFLIR is used to collect the following types of data:

- A statistical description of the flight pertaining to the aircraft and crewmembers
- A record of all logistic actions that are performed during the flight
- A record of weapons proficiency
- A record of training areas that are used and other miscellaneous data

Documentation of the Naval Aircraft Flight Record

The Flight Add/Update Menu enables you to select options to initiate, update, and complete NAVFLIR documentation. The flight hours that are annotated on a NAVFLIR directly affect the Maintenance subsystem and Logs and Records subsystem. The form should be prepared for each attempt at flight of naval aircraft or training evolutions for simulators.

The pilot or designated crew member maintains an accurate record of the flight. At the completion of the flight or simulator event, the pilot or mission commander signs the NAVFLIR to certify the NAVFLIR that is accurate. If the aircraft and crew member are assigned to different activities and are supported by different data services facilities (DSFs), the crew member provides his or her parent activity with a duplicate copy of the NAVFLIR for submission to the supporting DSF of the parent activity.

One record may be used for two or more flights under the following conditions:

- The total mission requirement (TMR) codes do not exceed three, and the pilot in command remains the same. (TMR codes are contained in an appendix of OPNAVINST 3710.7.)
- The operations (OPS) code (shipboard or shore operations) remains the same.
- No maintenance or servicing is performed at intermediate stops other than the addition of fuel, oil, or oxygen.

The upper left corner of the NAVFLIR contains a preprinted alphanumeric number that identifies each document. This number is required for computer processing. A document with this number missing or unreadable will be rejected by the DSF.

The upper right corner of the NAVFLIR has a section that is marked "PAGE _of_," and this section is

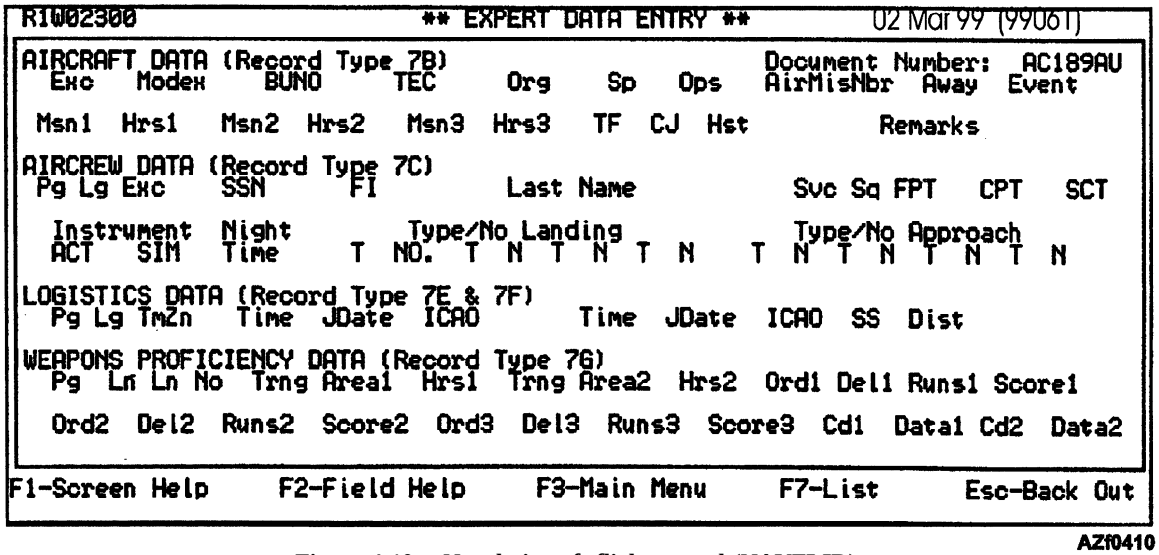

Figure 4-10.—Naval aircraft flight record (NAVFLIR).

used when an additional record is required to supplement the documentation of multiple-entry data fields. Supplemental records may be attached to page 1 to provide additional space to document crew member names, additional flight legs and their associated records, or weapons proficiency.

Exception codes (EXC CODE) are used on the NAVFLIR for entries that require processing for other than routine flights. (These codes are contained in OPNAVINST 3710.7.) The following are examples of situations that would require the use of exception codes:

- Gaining or losing crew members to the squadron database.
- Correcting, deleting, or revising previously submitted data.
- Documenting staff member flight time, such as for an individual who is assigned to a type commander (TYCOM) functional wing.
- Documenting flight training simulator time. Simulator time only refers to approved simulators capable of logging flight time.
- Documenting cancelled flights. Exception code X is used to document the cancellation of a flight and is used only in the aircraft data section.
- Documenting flights when the crew member and the aircraft are assigned to different organizations.

The documentation for a routine flight consists of information from the following sections of the NAVFLIR:

- Aircraft Data-RECTYP (record type) 7B
- Aircrew Data-RECTYP 7C
- Logistics Data (Depart)-RECTYP 7E
- Logistics Data (Arrive)-RECTYP 7F. (This section is not completed in the submission of a cancelled flight.)

NOTE: Weapons proficiency data, RECTYP 7G, is not mandatory for every flight, but it should be completed, as applicable, to document time spent in restricted air space, miscellaneous data, and so forth.

Naval Aircraft Flight Record Documentation Flow

Following each flight, or attempt at flight, the pilot or mission commander signs the NAVFLIR to certify that the record is correct. Two copies of the NAVFLIR are then printed. Copy 1 will go to operations for retention in the master files. Copy 2 is retained in the maintenance department for 3 months. Operations personnel screen the document for accuracy and transcribe the information into the aviators' logbook. If your command is an Enhanced Comprehensive Asset Management System (ECAMS) site, the NAVFLIR should be routed to the ECAMS operator for incorporation into the database. The analyst or system administrator forwards the NAVFLIR data diskette to the supporting DSF for processing. NALCOMIS OMA activities should refer to the *NAMP* and *NALCOMS End User's Manual* for automated NAVFLIR operating procedures.

NAVAL FLIGHT RECORD SUBSYSTEM REPORTS

The Naval Flight Record Subsystem (NAVFLIRS) serves as a single source of flight data for Aviation Standard Navy Maintenance and Material Management System (AV-3M), the Marine Corps Flight Readiness Evaluation Data System (FREDS), the Individual Flight Activity Reporting System (IFARS), the Navy Logistics Information System (NALIS), and other reporting systems.

Submission of a NAVFLIR or a MAF to a DSF provides the basic data to produce the Naval Flight Record Subsystem (NAVFLIRS) reports that display aircraft flight readiness and inventory information. These machine reports are prepared for requesting activities to ensure uniform reporting of basic aircraft inventory and flight data within the Naval Establishment. Daily and monthly NAVFLIRS reports are generated by the DSF.

NAVFLIRS Daily Audit Report

The NAVFLIRS Daily Audit Report (DAR), shown in figure 4-11, is prepared daily from the data submitted on the NAVFLIR. Each detail line represents a single record type (RECTYP). This report is used to validate the previous day's flight data form submission. The NAVFLIRS DAR is printed in three parts. Part I contains all data records that are found to be valid. Part II is a cumulative report that contains all flight records that were submitted during the current reporting period that contain errors that have not been corrected. In addition to current reporting period errors, NAVFLIRS DAR, Part II, reports errors that were not corrected

```
R6W02200          ** DAR Part I/II Corr/Del (7B) **      24 Jul 99 (99205)

ACTION:   UPDATE  DELETE  EXIT
Update NALCOMIS Flight Data and Generate Corrected Document for NAVFLIRS

                                                                  Total
  Doc. No.     Exc     Modex     Buno/Ser        TEC      Org     Pages
  AA20VL1              105       160891          ACWA     AA2       1


  Total Mission Requirement(TMR)Data     Supt  Tot        Cat    Airlift   Away
  Msn1  Hrs1  Msn2  Hrs2   Msn3  Hrs3    Code  Flt  Ops  JATO   Mission #  Code
  1A1    1.0                             AL     1    1

  Engine  Engine  Engine  Engine  Engine  Engine  Engine  Engine        No.
  #1 Hrs  #2 Hrs  #3 Hrs  #4 Hrs  #5 Hrs  #6 Hrs  #7 Hrs  #8 Hrs       Hoists
    1.0     1.0     1.0

   Remarks


F1-Screen Help     F2-Field Help     F3-Main Menu                Esc-Back Out
```

```
R6W02400          ** DAR Part I/II Corr/Del (7C) **      24 Jul 99 (99205)

ACTION:   UPDATE  DELETE  EXIT
Update NALCOMIS Flight Data and Generate corrected document for NAVFLIRS

                                  Last              First              Spl
   Doc. No.    Pg In Exc          Name              Init     SSN       Qual    Svc
    AA20VL1    1  1        KIMM                      A     234083033   A       1


   Flight  Time      Instrument     Night                    Landings
  FPT    CPT    SCT    ACT   SIM    Time     T  ND  T  N  T  N  T  N
   1.0                                      1   1

       Approaches                          Training Codes                  Away
  T  N  T  N  T  N  T  N      1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH 9TH 10TH   Code
                              F01 F02 F03 F04 F05 F06

                        ** SAFEGUARD IAW PRIVACY ACT **

F1-Screen Help     F2-Field Help     F3-Main Menu                Esc-Back Out
```

```
R6W02500          ** DAR Part I/II Corr/Del (7D) **      24 Jul 99 (99205)

Action :  UPDATE  DELETE  EXIT
Update NALCOMIS Flight Data and Generate Corrected Document for NAVFLIRS

             Assigned                  First  Last                      Julian
  Doc. No.   Syllabus   Org   Exc     Init   Init      SSN       SVC   Date
   AA20VL2              AA2    G       B      B     234234234    N     95200


    Aircrew      Syllabus Status        last              Pay     NATOPS Qual
  Status Code          Code              Name              Grade   Expir Date
                                      BULLDOG              E6


  Medical Qual  Instr Qual  Water Qual  Physio Qual  Away
  Expir Date    Expir Date  Expir Date  Expir Date   Code

                        ** SAFEGUARD IAW PRIVACY ACT **

F1-Screen Help     F2-Field Help     F3-Main Menu                Esc-Back Out
```

AZf0411

Figure 4-11.—NAVFLIRS daily audit report, parts I and II.

from the previous reporting period. Previous reporting period errors will not be removed from the DAR, Part II, until corrections are made. DAR, Part V, summarizes each NAVFLIRS document for the current reporting period that appears on the DAR, Part I, DAR, Part II, and all records that appear on the DAR, Part II, for the previous reporting period.

Individual Master Roster (NAVFLIRS-00)

The individual master roster (fig. 4-12) is prepared monthly. It identifies total aircrew assigned to an activity by rank or grade, social security number, service, hours flown, and flight qualifications. Each line of the roster reports an assigned aircrew member, the number of hours he or she has flown, and his or her flight qualification status. The NAVFLIRS-00 is kept up to date by the operations department to reflect current aircrews that are assigned to an activity and pilot flight status during the reporting period.

Monthly Aircraft Utilization Report (NAVFLIRS-1)

The Monthly Aircraft Utilization Report (fig. 4-13) contains summaries by BUNO, total mission requirements (TMR) code and hours flown with the mission name, landings (by code), total flight hours and flights, total ship flight hours and flights flown, catapult launches, training areas, and hours for each aircraft. Each line of this report represents a summarization for each type of landing (day or night) by BUNO.

Monthly Aircraft Mission Report (NAVFLIRS-2)

The Monthly Aircraft Mission Report, shown in figure 4-14, summarizes by total mission requirements code, the number of mission, hours flown, and average duration of each flight in each category by Type Equipment code. Each line of this report represents a summarization of each TMR within the Type Equipment code.

NAVFLIRS - 00 INDIVIDUAL MASTER ROSTER OCT 99

ORG: AN2 VS-22

****NAME****	FST INT	GRADE	****SSN****	SVC	HRS	NATOPS QUAL YYMM	MED EXAM YYMM	INST QUAL YYMM	WATER SURV YYMM	PHYSIOLOGY YYMM	ASC	SSC	SYLB	GAIN DATE	LOSS DATE
DOE	J	0-3	111-11-1111	1	28.9	9905	9902	9905	9908	9902				8123	
FROST	J	E-8	222-22-2222	N	22.0	9906	9903		9908	9903				8265	
PISTOL	W	E-9	888-88-8888	N	24.3	9908	9907		9906	9907				9006	
BRUSH	F	E-5	999-99-9999	N	26.2	9908	9908		9907	9908				7360	8299
BOATE	P	O-3	777-77-7777	6	22.6	9801	9901		9903	9901				9132	

TOTAL AIRCREW ASSIGNED 005

AZf0412

Figure 4-12.—Individual Master Roster, NAVFLIRS-00.

NAVFLIRS - 1 MONTHLY AIRCRAFT UTILIZATION REPORT SEP 99

ORG: BRO HSL - 34

Bureau Number | Type Equipment Code | Total Mission Requirement Code | Total Mission Requirement Hours | Mission Name | Type Landings (Day/Night) | Number of Landings By Type | Total Day or Night Landings | Total Landings | Training Area | Training Hours

**********TYPE LANDINGS**********

BUNO	TEC	TMR CODE	TMR HRS	MISSION NAME	DAY/NIGHT	1 A	2 B	3 C	4 D	5 E	6 F	7 G	8 H	9 J	0 K	N	P	TOTAL	TOTAL LNDGS	TRAINING AREA	TRAINING HRS
123455	AHBH	1A1	108.2	TRNG SYL/EXE F/F/N	DAY	1					1			1				3		COX	3.4
		1A9	3.0	TRNG SYL/EXC SP EQUIP	NIGHT			1								1	1	3	6	NCTS	5.7
																				PUNGO	2.1
																				VEPCO	.5
BUNO TOTALS:		HRS	111.0	FLT 201	SHIP HRS	6.0		SHIP FLT			1		CAT								
161112	AHBH	1A2	9.3	TRNG SYL/EXC INST	DAY	2	2		8		7							19		MERID1W	3.1
		1B2	12.6	TRNG IUT INST	NIGHT	1			10		4							15	34	QUICKTN	2.7
		2P3	8.7	SUPT SAR/WATER N-DOD																	
		5Y1	14.2	CONT FLT ASW ROUT SEARCH																	
BUNO TOTALS		HRS	44.8	FLT 10	SHIP HRS	9.4		SHIP FLT			2		CAT			3					
TEC TOTALS:		HRS	155.8	FLT 211	SHIP HRS	15.4		SHIP FLT			3		CAT			3					
ORG TOTALS:		HRS	155.8	FLT 211	SHIP HRS	15.4		SHIP FLT			3		CAT			3					

TRAINING AREA TOTALS:

AREA	HRS	AREA	HRS	AREA	HRS	AREA	HRS	AREA	HRS	AREA	HRS	AREA	HRS
COX	3.4	NCTS	5.7	PUNGO	2.1	VEPCO	.5	MERID1W	3.1	QUICKTN	12.3		

AZf0413

Figure 4-13.—Monthly Aircraft Utilization Report, NAVFLIRS-1.

NAVFLIRS - 2 MONTHLY AIRCRAFT MISSION REPORT SEP 99

ORG: AN2 VS - 22

TYPE EQUIPMENT CODE	TOTAL MISSION REQUIREMENT	MISSION NAME	NUMBER of MISSIONS	TOTAL MISSION HOURS	AVERAGE MISSION HOURS	TYPE EQUIPMENT CODE	TOTAL MISSION REQUIREMENT	MISSION NAME	NUMBER of MISSIONS	TOTAL MISSION HOURS	AVERAGE MISSION HOURS
TEC	TMR	MISSION NAME	NR MSN	HRS	AVG	TEC	TMR	MISSION NAME	NR MSN	HRS	AVG
ASBE	1A1	TRNG SYL/EXC F/F/N	2	11.2	5.6						
	1A2	TRNG SYL/EXC INST	2	9.3	4.7						
	1A3	TRNG SYL/EXC FCLP/CAL	3	10.8	3.6						
	1B2	TRNG IUT INST	3	12.6	4.2						
	2K4	SUPT BOGEY FOR OTHER ACFT	5	17.1	3.4						
	2L3	SUPT EXPM/EVAL INST CHECK	3	5.9	2.0						
	2P3	SUPT SAR/WATER N-DOD	1	8.7	8.7						
	5Y1	CONT FLT ASW ROUT SEARCH	3	14.2	4.7						

AZf0414

Figure 4-14.—Monthly Aircraft Mission Report, NAVFLIRS-2.

Monthly Individual Flight Activity Report (NAVFLIRS-3)

The Monthly Individual Flight Activity Report (fig. 4-15) details by individual aircrew member specific flight activity that he or she performed during the reporting period. Each line represents a summarization for each date and time departure by BUNO and Type Equipment code, first pilot time (FPT), copilot time (CPT), and special crew time (SCT). Night flight time is also represented on each detail line. This report also accumulates weapons and proficiency data, miscellaneous data, and a fiscal year summary.

Monthly Aircraft Logistics Data Report (NAVFLIRS-4)

The Monthly Aircraft Logistics Data Report (fig. 4-16) summarizes the flight hours, distance, confirmed/opportune payloads, and configuration data for each BUNO. Each line represents a summarization for each airlift mission number by BUNO.

Q19. The MAF is used to document maintenance actions on complete end items. True or False?

Q20. What source document is used to document technical directive compliance?

Q21. In NALCOMS OMA, the signature of the maintenance controller who clears a MAF is electronically posted to the MAF after entry of what information?

Q22. The ORG code, block A08 on the MAF, should reflect the ORG code of the activity originally assigning a JCN to the maintenance action except on what occasion?

Q23. Passwords allow maintenance technicians to access NALCOMIS. What code allows a maintenance technician to perform preassigned tasks?

Q24. Upon initiation of a discrepancy MAF, two copies are printed. One copy is placed inside the aircraft discrepancy book (ADB). How long should the copy inside the ADB remain there?

Q25. What source document is used to record and report flight data?

Q26. What publication contains detailed procedures for initiating the naval aircraft flight record (NAVFLIR)?

Q27. The NAVFLIRS (Naval Flight Record Subsystem) Daily Audit Report contains data from the previous days data submission. Which part of the DAR contains valid data?

Q28. What NAVFLIRS report identifies total aircrew assigned to an activity and special flight qualification?

SUMMARY

Maintenance control is the nerve center for maintenance actions within an aviation maintenance activity. The maintenance material control officer is responsible for the overall production effort and material support of the maintenance department. The Naval Aviation Logistics Command Management Information System (NALCOMIS) is the automated management information system (MIS) that provides a maintenance activity with the information to aid in the day-to-day management of the maintenance effort for assigned aircraft and equipment.

The Planned Maintenance System (PMS) supports the maintenance of aircraft and aeronautical equipment all through their service life. PMS publications detail the requirements for planning, scheduling, and performing of scheduled maintenance. Maintenance requirements cards furnish the minimum requirements for scheduled maintenance tasks. Periodic maintenance information cards contain mandatory and replacement intervals for components and assemblies and conditional inspection listings. Checklists give abbreviated instructions for preoperational inspections and turnaround inspections.

Daily inspections are valid for a maximum of 72 hours. Monthly Flight Summary and Equipment Operating Records are verified for accuracy during aircraft acceptance inspections. Conditional inspections are done because a specific overlimit condition occurred or as the result of events that create an administrative requirement for the inspection. Example of overlimits are hard landing, engine overspeed, and engine overtemp. An Aircraft Service Period Adjustment (ASPA) evaluation is an evaluation between 6 months prior to and 3 months after the period end date (PED) of an ASPA aircraft.

A Maintenance Action Form (MAF), OPNAV 4790/60, documents actions on complete end items. The MAF also documents technical directive compliance. The signature of the maintenance controller who clears a MAF is electronically posted in NALCOMIS OMA on the basis of his or her log in and password. The ORG code on the MAF reflects the ORG code of the activity that originally assigned the

NAVFLIRS - 3
ORG: AN2 VS - 22
NAME: DOE

MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORT

JAN 99

INT: B SSN: 111111111 GRADE: O - 5 SVC: 1

Bureau Number	Type Equipment Code	Date	Time of Departure	International Civil Aviation Organization Code Depart	Time of Arrival	International Civil Aviation Organization Code Arrival	Exception Code	First Pilot Flight Time	Copilot Flight Time	Special Crew Flight Time	Actual Instrument Time	Simulated Instrument Time	Night Flight Time	Number Landing 1 Type Landing 1	Number Landing 2 Type Landing 2	Number Landing 3 Type Landing 3	Number Landing 4 Type Landing 4	Number Approach 1 Type Approach 1	Number Approach 2 Type Approach 2	Number Approach 3 Type Approach 3	Number Approach 4 Type Approach 4	Number of Catapult/JATO Launches	Away Code	Special Qualifications	Training Code 1	Training Code 2	Training Code 3
BUNO	TEC	DATE	TIME DEP	ICAO DEP	TIME ARRV	ICAO ARRV	EX CD	FLT TIMES FPT	CPT	SCT	INST ACT	SIM	NITE TIME	1ST T N	2ND T N	3RD T N	4TH T N	1ST T N	2ND T N	3RD T N	4TH T N	CJ	A W Y	SP QU	TRNG CODE 1ST	2ND	3RD
161111	ASBE	8249	0800	KNZC	1110	KNZC		3.2			1.1			5 3	6 2			1 1									
161111	ASBE	8251	1000	KNZC	1230	KNZC		2.5			1.0	.5		6 2													
161111	ASBE	8259	1830	KNZC	2230	KNZC		2.5	1.0		1.2		1.5	F 1				3 3									
161111	ASBE	8263	2000	KNZC	2400	KNZC		3.1	.9		2.4	.8	4.0	F 2				1 1									
161111	ASBE	8266	0900	KNZC	1115	KNZC		2.3			1.3			5 2	6 1												
161112	ASBE	8253	0830	KNZC	1200	NIKE		2.3	1.2		1.4			2 2	1 1			1 1									
161112	ASBE	8253	2145	KNZC	0145	KNZC		2.9	1.1		2.0	1.0	4.0	F 1								1					
161112	ASBE	8272	0730	NIKE	1310	KNZC		4.0	1.7		2.2	1.5		6 1													
						*		22.8	5.9		12.3	3.8	9.5														
SS4623	VSBD	8273	0900	KNZC	1100	KNZC	T	2.0				2.0		6 1				1 4									
						*		2.0				2.0															
				TOTAL AIRCRAFT TIME				22.8	5.9		12.6	3.8	9.5															

*****WEAPONS PROFICIENCY DATA*****

TYPE DELIVERY	RUNS	SCORE
AGM-65 HARPOON	1	K21

******MISCELLANEOUS DATA******

NIGHT VISION GOGGLES	1.0

******FISCAL YEAR SUMMARY******

TEC	HRS	INST	NIGHT
ASBE	318.8	19.5	87.3
VSBD	10.5	10.5	4.8
TOTAL	329.3	30.0	92.1

AZf0415

Figure 4-15.—Monthly Individual Flight Activity Report, NAVFLIRS-3.

NAVFLIRS - 4 MONTHLY AIRCRAFT LOGISTICS DATA REPORT SEP 99

ORG: AN2 VS-22

TEC: ASBE

Bureau Number	Airlift Mission Number	Leg Number	Exception Code	Leg Flight Hours	Distance	Confirmed Payload Number of Priority 1 Passengers	Confirmed Payload Number of Priority 2 Passengers	Confirmed Payload Number of Priority 3 Passengers	Confirmed Payload Number of Priority 4 Passengers	Confirmed Payload Number of Priority 5 Passengers	Confirmed Payload Cargo Weight	Opportune Payload Number of Passengers	Opportune Payload Cargo Weight	Opportune Payload Code	Configuration Data Minimum Cargo	Configuration Data Maximum Cargo
						********** CONFIRMED PAYLOAD **********						OPPORTUNE		PAYLOAD	CONFIG DATA	
BUNO	AIRLIFT MSN NO	LEG NR	EX CD	LEG FH	DISTANCE	PRI 1 PAX NO	PRI 2 PAX NO	PRI 3 PAX NO	PRI 4 PAX NO	PRI 5 PAX NO	CARGO LBS	PAX NO	CARGO LBS	CODE 1 2	MAX PAX	MAX CARGO
161112	AN2625302	1		3.5	1510						150					
	AN2625304	1		4.0	1570						110					
	*			7.5	3080						260					
	**			7.5	3080						260					
	***			7.5	3080						260					

AZf0416

Figure 4-16.—Monthly Aircraft Logistics Data Report, NAVFLIRS-4.

job control number (JCN) to a maintenance action unless the aircraft is in a transient status. SMQ codes allow maintenance personnel to perform preassigned tasks. Under NALCOMIS, two copies of a discrepancy MAF are printed—one for the aircraft discrepancy book (ADB) and one copy for the work center. When the discrepancy is cleared, the original copy of the MAF in the ADB is discarded.

The record and report of flight data is kept on a naval aircraft flight record (NAVFLIR). *Naval Air Training and Operating Procedures Standardization (NATOPS) General Flight and Operating Instructions,* OPNAVINST 3710.7, contains procedures for initiating the NAVFLIR. Part I of the Naval Flight Record Subsystem (NAVFLIRS) Daily Audit Report (DAR) contains data that is found to be valid from the previous day's data submission. The individual master roster, NAVFLIRS-00, reports total aircrews who are assigned to an activity and special flight qualifications.

ANSWERS TO REVIEW QUESTIONS

A1. Maintenance control.

A2. Maintenance material control officer (MMCO).

A3. Naval Aviation Logistics Command Management Information System (NALCOMS).

A4. Planned Maintenance System (PMS).

A5. Planned Maintenance System (PMS) publications.

A6. Maintenance requirements cards (MRCs).

A7. Periodic maintenance information cards (PMCs).

A8. Checklist.

A9. 72 hours.

A10. (a) Monthly Flight Summary, (b) equipment operating records.

A11. Conditional.

A12. Conditional.

A13. Aircraft Service Period Adjustment.

A14. Special inspection.

A15. Plus or minus (±) 3 days.

A16. 90 flight hours.

A17. At 180 flight hours.

A18. Miscellaneous/History record.

A19. True.

A20. Maintenance Action Form (MAF), OPNAV 4790/60.

A21. An authorized log in and the use of his or her password.

A22. When the aircraft is in a transient status.

A23. Special maintenance qualification (SMQ) code.

A24. As long as the discrepancy remains outstanding.

A25. Naval aircraft flight record (NAVFLIR).

A26. Naval Air Training and Operating Procedures Standardization (NATOPS) General Flight and Operating Procedures, OPNAVINST 3710.7.

A27. NAVFLIRS Daily Audit Report, Part I.

A28. Individual Master Roster, NAVFLIRS-00.